http://www.sba.gov

Government Contracting Services

Joyce.Spears@sba.gov

OFFICE OF GOVERNMENT CONTRACTING

Area I (NY, NJ, PR, VI, and Six New England States)

SBA Government Contracting Includes:

- Prime Contracting Program
- Certificate Of Competency Prog
- Size Program
- Subcontracting Program

The Subcontracting Assistance Program

- **The purpose is to promote the maximum use of small businesses by the nation’s large prime contractors.**
- **Commercial Market Representatives (CMRs) visit large businesses to identify and expand subcontracting opportunities to small businesses.**

Understand the Customer

- **Understanding the requirements and needs of the customer is critical and paramount in developing a successful marketing strategy, especially in today’s environment of unprecedented change.**

- **Some companies market to customers they don’t know or understand.**

Understand the Customer (continued)

- **Do Your Homework. Learn about resources that are available to help understand buying trends, needs, subcontracting opportunities, etc.**

- **identify which primes need what you have to offer and learn more about them.**

- **Get their capabilities brochures and annual reports. Gather information on the programs that they are working on and the procurement and technical people who are working the programs.**

Understand the Customer (continued)

Develop your marketing strategy before calling the primes. Select the primes that you want to work with and are best suited for your company. You may want to consider some of the following reasons for targeting primes:

They have existing contracts or plan to bid on new contracts for which you want to be a subcontractor; they have existing contracts in agencies with which you want to work.

Understand the Customer (continued)

- **Once ready to market to the primes, contact the Small Business Liaison Officer (SBLO) who is listed for each large business prime contractor with which you wish to do business and send a line card or marketing brochure via email if an address is provided. Follow-up with an email or telephone inquiry.**

Understand the Customer (continued)

Before accepting a subcontract, be sure you

- **understand the terms and conditions of a subcontract. Be sure to ask: how you will receive compensation from the prime contractor;**
- **how much you can rely on the prime contractor for special tools, engineering advice, information on manufacturing methods, etc.; and**
- **how quality control and inspection procedures will be applied to your subcontract.**

Small Business Resources

- **SCORE**
- **SMALL BUSINESS DEVELOPMENT CENTER**
- **SBA DISTRICT OFFICES**

SBA Monitoring

- **The SBA, through the Small Business Act as amended, is designated as the principal Government agency responsible for enforcing the provisions of the law pertaining to subcontracting. The authority to carry out these responsibilities is incorporated into Government contracts via clauses required by the FAR.**

Electronic Subcontracting Reporting System (eSRS)

October 1, 2005

System Features

- ***Business Processes***
  - Identifies contracts in FPDS-NG having subcontracting requirements
  - Automates completion and submission of SF-294 and SF-295
    - Will include the Annual SDB Breakout Report (3-digit NAICS subsector)
  - When fully operational, it will also automate the Optional Form 312

System Features (cont.)

- Provides breakout of subcontracting data down to the buying activity level.
- Generates standard and ad hoc reports.
  - Calculates achievements by two methods:
    - ✓% of contract value
    - ✓% of subcontracting
- Generates automatic reminder notices and delinquent notices.

System Features

Critical Systemic Linkages

- Central Contractor Registration (CCR)
- Federal Procurement Data System (FPDS-NG)
- DUNS numbers for prime contractors and subcontractors

Electronic Subcontract Reporting System (eSRS)

- eSRS is a downstream FPDS/NG application –
  - On the Positive Side: If a contract contains a subcontracting plan and has been entered correctly in FPDS/NG, the eSRS automatically receives a record of it;
  - The Downside: If a contract is not in in FPDS/NG or has not been entered correctly, the contractor won't be able to enter his ISR (formerly the SF-294) report at all

Who should be using the eSRS?

- As of October 2005: all civilian agencies and nearly all civilian contractors should begin using the eSRS

- The Electronic Subcontract Reporting Systems developed by NASA, DOE and GSA's FSS cannot be used for current reporting – those three systems will now be folded into the eSRS

What will FOC give us that IOC doesn’t?

- FOC will provide an application interface so that contractors with electronic systems of their own can simply upload their data into the eSRS (as opposed to keypunching it into the eSRS one report at a time)

What Do You Need To Know?

- **Registration**
- **Submitting Subcontracting Reports**
- **Lower Tier Reporting**
- **Review of Subcontracting Reports**
- **Troubleshooting**

LOWER TIER REPORTING

Government contracts with Company X
Contract Number DE-AC01-05EE12345

Company X will include on their Individual Subcontracting Report:
Their Duns is 001339457
Prime Contract Number- DE-AC01-05EE12345

Company X subcontracts with Company Y
Contract Number XX-05TP00023

Company Y will include on their Individual Subcontracting Report:
Company X's DUNS-001339457
Prime Contract Number- DE-AC01-05EE12345
Their DUNS-113456896
Contract Number with Company X-XX-05TP00023

LOWER TIER REPORTING

(cont.)

Company Y subcontracts with Company Z
Contract Number YY-05DD99963

Company Z will include on their Individual Subcontracting Report:
Company Y's DUNS-113456896
Prime Contract Number- DE-AC01-05EE12345
Their DUNS-132568700
Contract Number with Company Y- YY-05DD99963

TROUBLESHOOTING

CCR ISSUES-

CCR Assistance Center
888-227-2423

FPDS-NG ISSUES

Call the Contracting Officer

eSRS ISSUES

Contact the eSRS Helpdesk

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Write IM People Safety Settings Music Finance
BPN Pictures Expressions Buzzline Remind Me Greetings
https://esrs-test.symplicity.com/index?cck=1
Go
Search
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eSRS
Integrated Acquisition Environment
Electronic Subcontracting Reporting System
Wednesday, August 31, 2005 | 11:21 am
powered by symplicity
Where do you want to go?
for government
for contractors
Click on ‘For Contractors’
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Allowing this site

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powered by symplicity
eSRS
FOR CONTRACTORS
Integrated Acquisition Environment
Electronic Subcontracting Reporting System
IAE
contractor login / registration
Wednesday, August 31, 2005 | 11:23 am
returning contractors: login
Email:
Password:
Login
Change Password
new contractors: register
Register for a new account
Register
Not a contractor user? Click here.
To register for the first time, click on 'Register'
http://www.symplicity.com/
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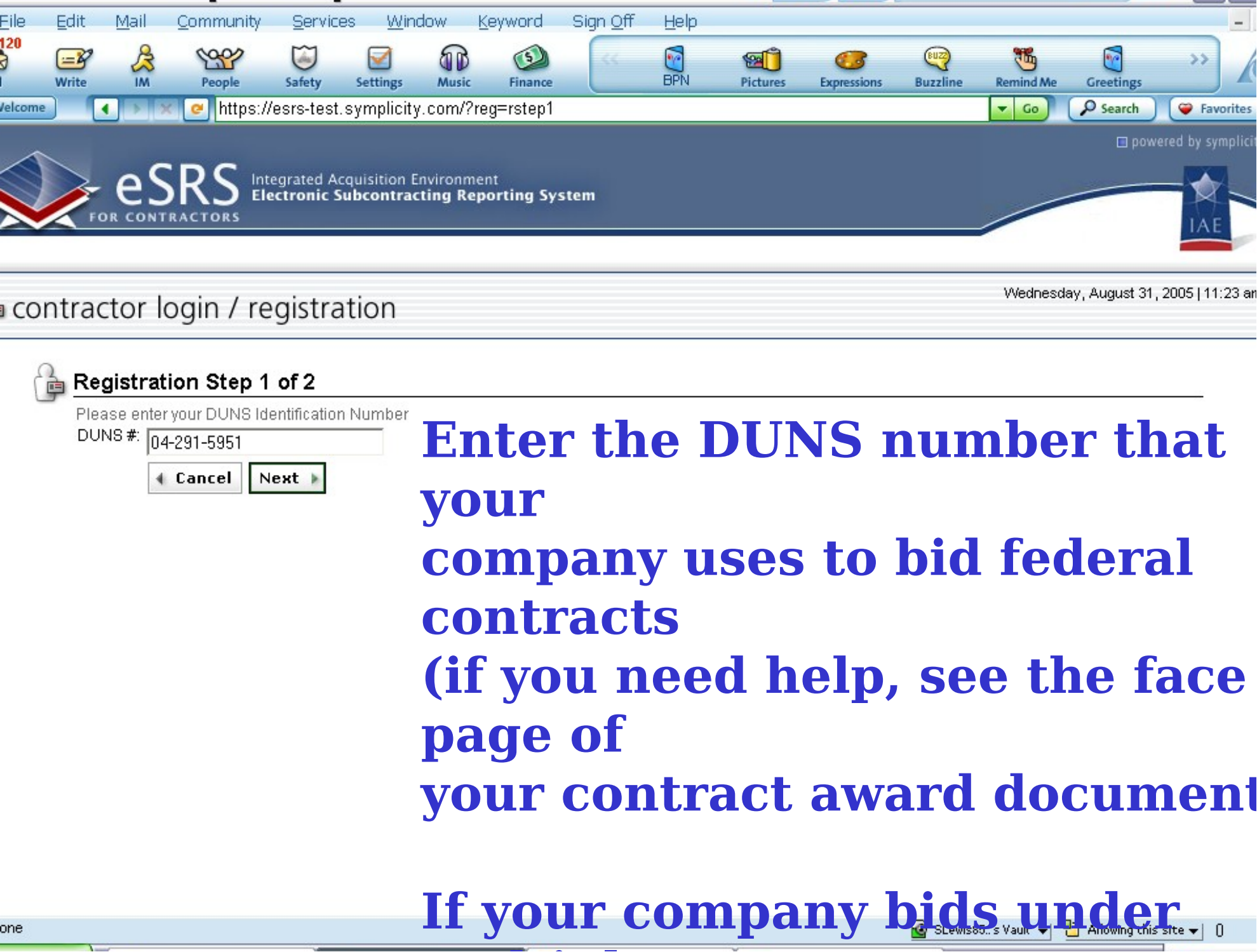
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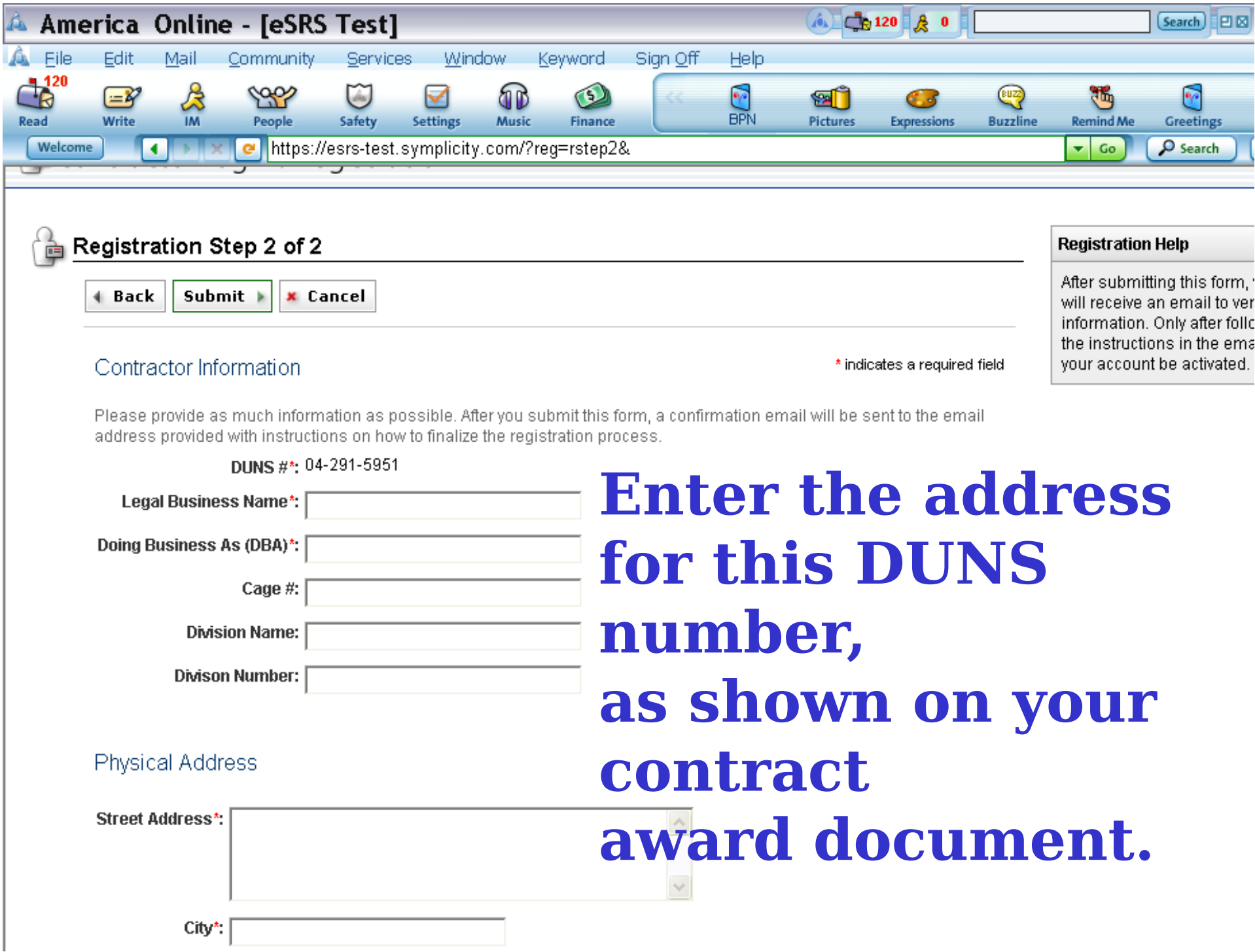
Go
Search
Favorites
powered by symplicity
eSRS
FOR CONTRACTORS
Integrated Acquisition Environment
Electronic Subcontracting Reporting System
IAE
contractor login / registration
Wednesday, August 31, 2005 | 11:23 am
Registration Step 1 of 2
Please enter your DUNS Identification Number
DUNS #: 04-291-5951
Cancel
Next
Enter the DUNS number that your
company uses to bid federal contracts
(if you need help, see the face page of
your contract award document
If your company bids under


America Online - [eSRS Test]
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Read Write IM People Safety Settings Music Finance BPN Pictures Expressions Buzzline Remind Me Greetings
Welcome
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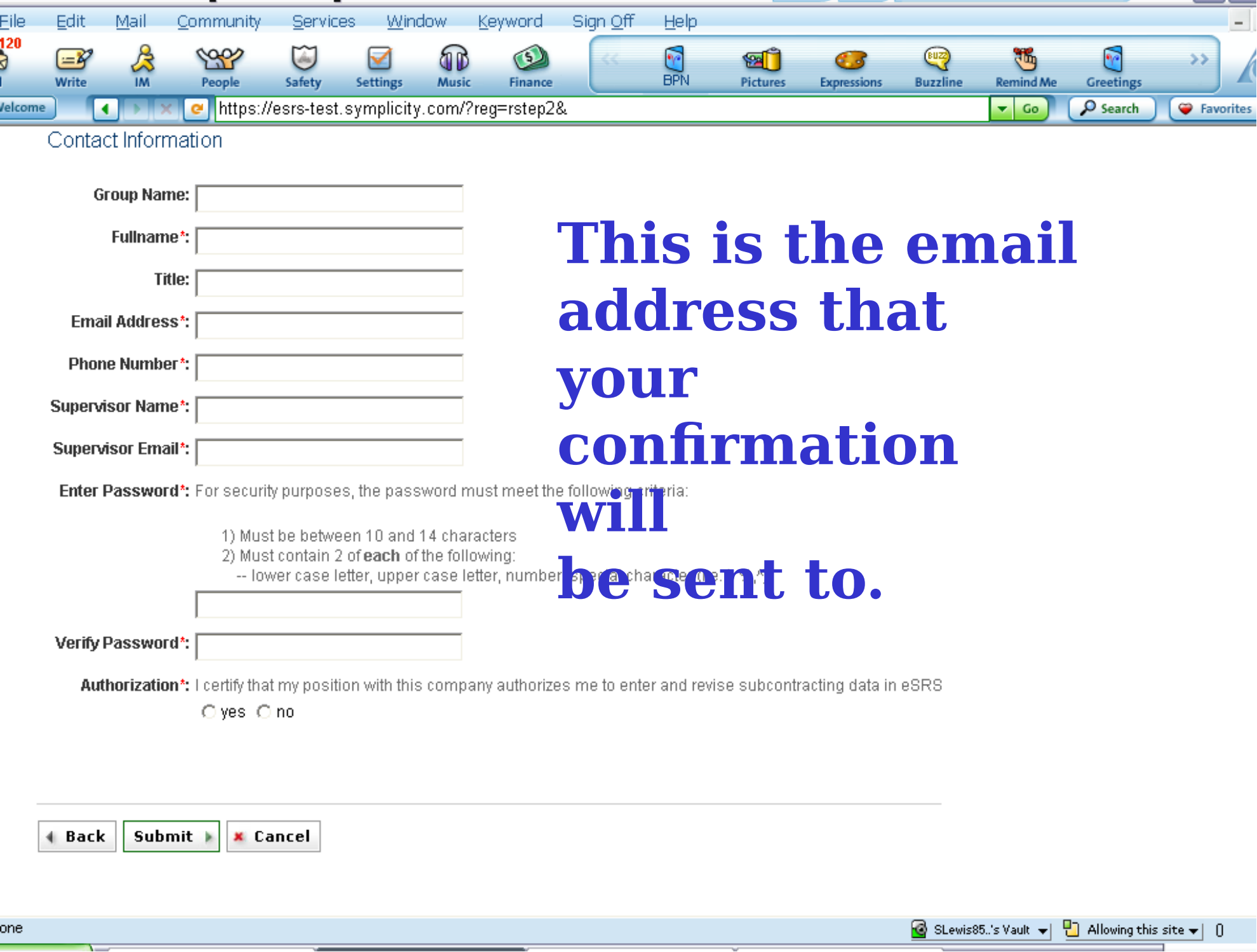
Go
Search
Registration Step 2 of 2
Back
Submit
Cancel
Registration Help
After submitting this form,
will receive an email to ver
information. Only after follo
the instructions in the ema
your account be activated.
Contractor Information
* indicates a required field
Please provide as much information as possible. After you submit this form, a confirmation email will be sent to the email address provided with instructions on how to finalize the registration process.
DUNS #*: 04-291-5951
Legal Business Name*:
Doing Business As (DBA)*:
Cage #:
Division Name:
Divison Number:
Physical Address
Street Address*:
City*:
Enter the address for this DUNS number, as shown on your contract award document.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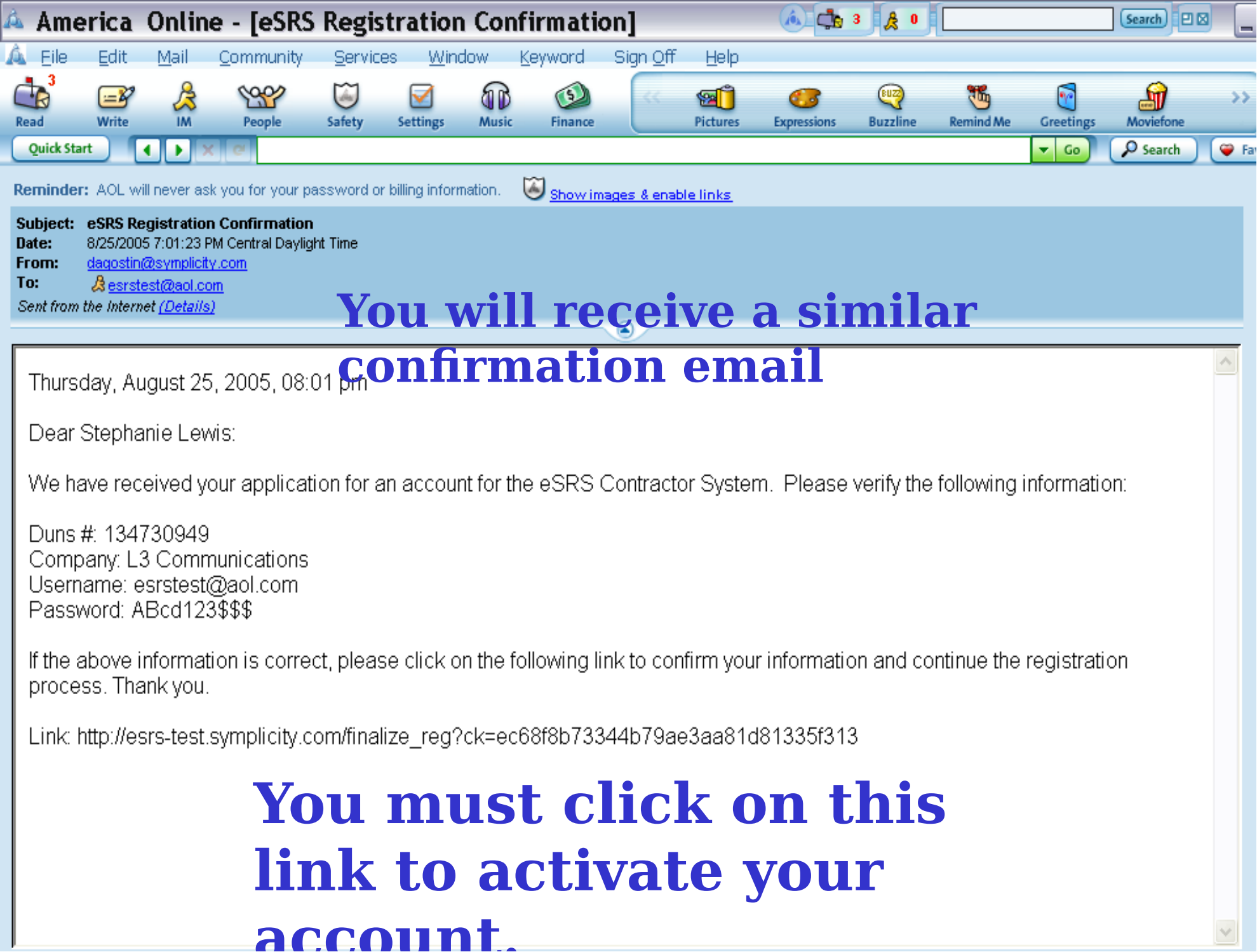
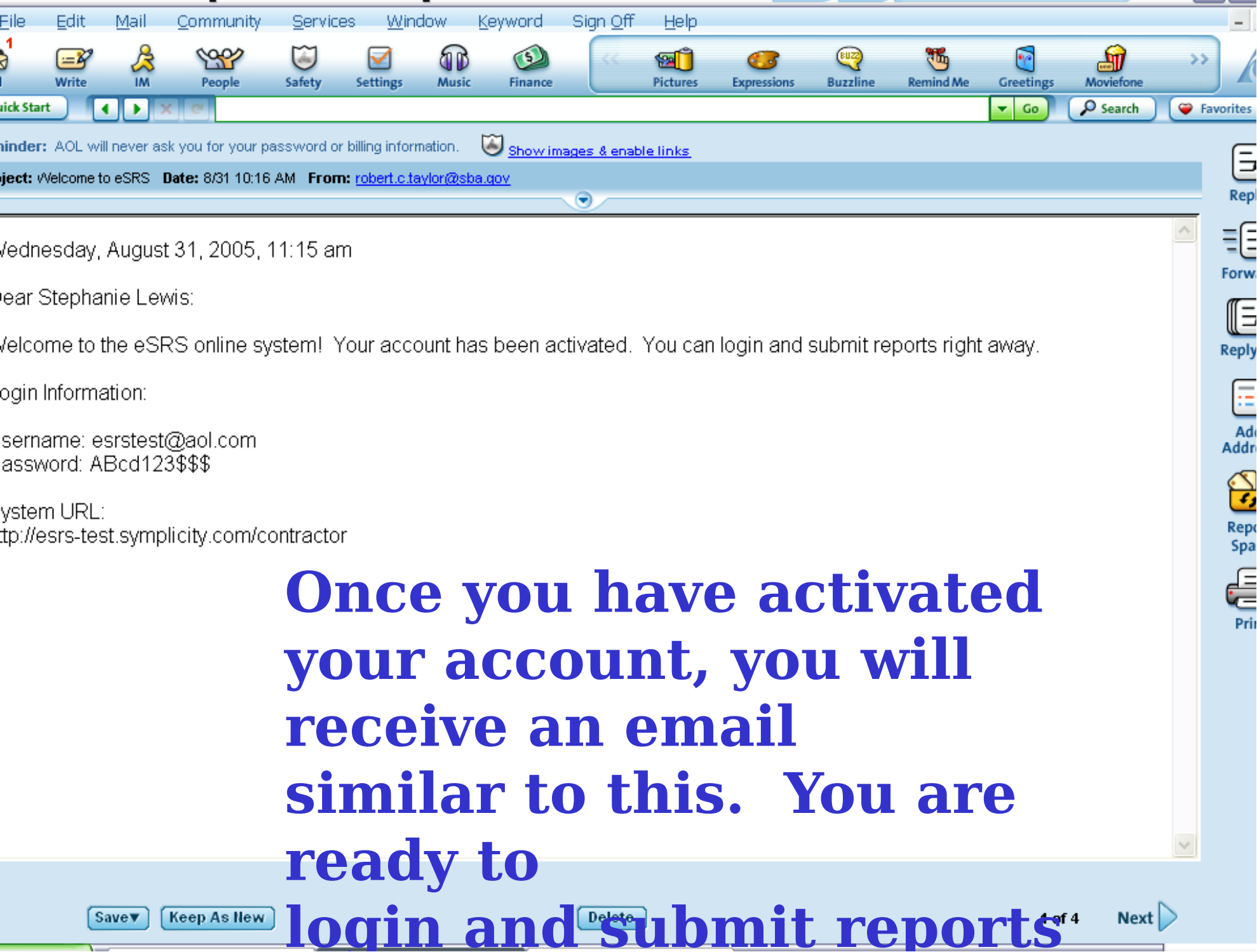
Go Search Favorites
Contact Information
Group Name:
Fullname*:
Title:
Email Address*:
Phone Number*:
Supervisor Name*:
Supervisor Email*:
Enter Password*: For security purposes, the password must meet the following criteria:
1) Must be between 10 and 14 characters
2) Must contain 2 of each of the following:
-- lower case letter, upper case letter, number
Verify Password*:
Authorization*: I certify that my position with this company authorizes me to enter and revise subcontracting data in eSRS
yes no
This is the email address that your confirmation will be sent to.
Back Submit Cancel
SLewis85..'s Vault
Allowing this site


America Online - [eSRS Registration Confirmation]
File Edit Mail Community Services Window Keyword Sign Off Help
Read Write IM People Safety Settings Music Finance
Pictures Expressions Buzzline Remind Me Greetings Moviefone
Quick Start
Go
Search
Reminder: AOL will never ask you for your password or billing information.
Show images & enable links
Subject: eSRS Registration Confirmation
Date: 8/25/2005 7:01:23 PM Central Daylight Time
From: dagostin@symplicity.com
To: esrstest@aol.com
Sent from the Internet (Details)
You will receive a similar confirmation email
Thursday, August 25, 2005, 08:01 pm
Dear Stephanie Lewis:
We have received your application for an account for the eSRS Contractor System. Please verify the following information:
Duns #: 134730949
Company: L3 Communications
Username: esrstest@aol.com
Password: ABcd123$$$
If the above information is correct, please click on the following link to confirm your information and continue the registration process. Thank you.
Link: http://esrs-test.symplicity.com/finalize_reg?ck=ec68f8b73344b79ae3aa81d81335f313
You must click on this link to activate your account.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Go Search Favorites
inder: AOL will never ask you for your password or billing information.
Show images & enable links
ject: Welcome to eSRS Date: 8/31 10:16 AM From: robert.c.taylor@sba.gov
Wednesday, August 31, 2005, 11:15 am
Dear Stephanie Lewis:
Welcome to the eSRS online system! Your account has been activated. You can login and submit reports right away.
ogin Information:
sername: esrstest@aol.com
assword: ABcd123$$$
ystem URL:
ttp://esrs-test.symplicity.com/contractor
Once you have activated your account, you will receive an email similar to this. You are ready to login and submit reports
Save Keep As New Delete 4 of 4 Next

eSRS: Questions & Discussion